



# CITY OF HOUSTON

Administration and Regulatory Affairs Department  
Strategic Purchasing Division

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March 8, 2013

**SUBJECT:** Letter of Clarification No. 2 Janitorial Cleaning and Associated Services for Various Departments

**REFERENCE:** Best Value Bid (BVB) No. S46-L24480

**TO:** All Prospective Bidders:

This Letter of Clarification is issued for the following reasons:

• **The following questions and City of Houston responses are hereby incorporated and made a part of the Request for Proposal:**

1. My name is Jeremy Silva with Sterling Building Specialists and I have a question in regards with the additional 5 points you can receive while bidding... Can you please inform the steps I have to take.. Is it the same with all three bids out right now.. Register with The Mayor of business and so forth..Your guidance will be greatly appreciated...(I printed L24481 and page 4 was missing Thanks)

**Answer:** Additional points are awarded to certified Hire Houston First companies. Please review the following Section 9 of the Special Instruction to Offeror which provides detail instructions regarding the Hire Houston First Program.

## **9.0 HIRE HOUSTON FIRST:**

### **9.1 Designation as a City Business or Local Business**

- 9.1.1 To be designated as a City or Local Business for the purposes of the Hire Houston First Program, as set out in Article XI of Chapter 15 of the Houston City Code, a bidder or proposer must submit the **Hire Houston First Application and Affidavit ("HHF Affidavit")** to the Director of the Mayor's Office of Business Opportunities and receive notice that the submission has been approved prior to award of a contract. Bidders are encouraged to secure a designation prior to submission of a bid or proposal if at all possible.

- 9.1.2 **Download the HHF Affidavit** from the Office of Business Opportunities Webpage at the City of Houston e-Government Website at the following location:

<http://www.houstontx.gov/hbsc/hirehoustonfirstaffidavit.pdf>

- 9.1.3 Submit the completed application forms to: Mayor's Office of Business Opportunity, One Stop Business Center, 900 Bagby St., Public Level, Houston, TX 77002 or Applications may be submitted via e-mail to [HHF-MOBO@houstontx.gov](mailto:HHF-MOBO@houstontx.gov) or faxed to 832.393.0952.

- 9.2 **Award of Procurement Pursuant to a Request for Proposal, Best Value Solicitation or Alternative---Pursuant to Chapter 15 of the City Code of Ordinance**

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9.2.1 IN EVALUATION OF A PROPOSAL SUBMITTED UNDER ANY OF THE ABOVE PROCUREMENT METHODS, THE CITY SHALL AWARD EXTRA POINTS EQUAL TO

- **THREE PERCENT** OF THE TOTAL EVALUATION POINTS AVAILABLE TO A "LOCAL BUSINESS," AS DEFINED IN SECTION 15-176 OF THE CITY OF HOUSTON CODE OF ORDINANCES, AND
- **FIVE PERCENT** OF THE TOTAL EVALUATION POINTS AVAILABLE TO A "CITY BUSINESS," AS DEFINED IN SECTION 15-176 OF THE CITY OF HOUSTON CODE OF ORDINANCES
- UNLESS THE USER DEPARTMENT DETERMINES THAT AN AWARD TO THE LOCAL OR CITY BUSINESS WOULD UNDULY INTERFERE WITH CONTRACT NEEDS, AS PROVIDED IN SECTION 15-181 OF THE CODE.

2. Is the site visit/pre-bid conference mandatory?

**Answer:** No

3. I have searched the city website and have found some of the forms required by table 1. Can your office supply the bidders with copies or a link to the forms?

**Answer:** Please refer to Page 3. \* Documents/forms can be downloaded from the City's Website:  
<http://purchasing.houstontx.gov/index.shtml>

4. Could you provide the historical data for this project to include the Contract Value for the past 5 years.

**Answer:** The existing contract was issued for a one year period for the Various Departments with a contract value of \$1,676,623.74. The previous four years these services were provided under a Citywide consolidated contract, which had a value of approximately \$20,000,000.

5. Also Could you clarify that delivery method for our response.

**Answer:** Please refer to Page , Section 2 of the Uniform Instructions to Offeror(s) Provisions – 1.0 Submittal Procedures and 2.0 Best Value Bid Format.

6. Since there are three solicitations do we need to submit the same question that would apply to all three solicitations three times under the different solicitation numbers?

**Answer:** Yes

7. Does the City's current Pay or Play Program meet the impending Affordable Healthcare Care Act statutes and stipulations? Which edict will supercede, The City's Pay or Play or AHCA? Or will they coexist and both be required?

**Answer:** The Affordable Health Care Act will not be applicable to employers until 2014, and will require federal guidelines and rules about affordability, quality of coverage and other factors have not yet been issued. It is expected that POP and the Affordable Care Act will be harmonized once the new law is effective.

8. The wage rate mandates in the solicitation require all employees be paid at a starting rate of X. However, it also states "NEW" employees can be paid at a rate of \$.50 per hour less than the mandated contract rate for the first six months of their employment. Does this imply for incumbent employees or will all staff members, regardless of tenure, service to the city or transition from an incumbent contractor to a

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newly awarded contract employer be "New" employees, thereby, allowing for the six month \$.50 per hour reduction in hourly rate to be paid?

**Answer:** *If we understand the question correctly, a "New" employee is one who has been hired in the last six months by the company that gets the contract or an employee who is newly hired by the company after the contract is in place.*

9. Can you provide the company names of the current sub-contractors?

**Answer:** *McLemore Building Maintenance, Inc.*

10. Does the City require two CDs of Bid Forms and an additional five CDs of the entire bid for a total of seven CDs with each submission?

**Answer:** *Submittal procedures are as follows.*

**1.0 SUBMITTAL PROCEDURE:**

1.1 Sealed bids, two (2) hard copies of the Bid package, including one (1) printed original must be signed in ink on the Official Signature Page by an authorized officer of the Offering Company. Additionally, the Bid package must include the hard copy of the Electronic Bid Form and two (2) additional electronic CD copies of the Bid Forms as referenced in Section 2.3 below are required to be submitted in a sealed envelope/box bearing the assigned Solicitation Number, located on the first page of the BVB document to:

11 The RFP notes on page 12, "The Contractor shall submit and utilize a procedure for resolving thefts, lost key coverage, etc.", is this to be provided at the time of submission?

**Answer:** *Yes.*

12. With regard to the M/WBE requirement of 20%, do bidding vendors who are certified either WBE or MBE qualify to bid alone?

**Answer:** *No.*

13. In regards to the Sprocket user license, What would be the cost for additional user licenses?

**Answer:** *Licenses will be provided by the COH.*

14. Supplier shall include items such as paper towels, ..... and interior and exterior floor mats. How many floor mats does the incumbent provide for each facility? What is the number of mats needed for each facility?

**Answer:** *One at every Public and or Main Employee entry/exit at every facility.*

15. The sub-sections 7.7 thru 7.11 state carpet needs to be extracted monthly. 9.0, 9.1 states quarterly cleaning, extract all carpeted common areas, 14.0 Carpet Care 14.4 states carpet should be extracted semi-annual. Is it monthly, quarterly or semi-annual?

**Answer:** *GSD –Different frequencies for different Areas of building. Please refer to Exhibit B-1 for details per facility.*

16. Correction to time of shifts - Day Shift 7:00am, RFP shows 7:00pm

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**Answer:** Yes, you are correct.

17. Are the times for Saturday and Sunday work schedules correct? 11p-2p. Should one of these be AM?

**Answer:** Yes, 11:00 A.M.

18. Please define the cleaning and janitorial maintenances services required for the exterior of the sites. What work is specifically required in garages, parking lots, driveways, sidewalks, curbs, drains, and ground level gutters?

**Answer:** Please refer to the Scope of Work Section 4.12 for details.

19. Are the Wellness Center Locker Rooms the only place where the Contractor is required to provide specifically male or female employees? If not, please provide the other locations.

**Answer:** Yes, for the Memorial Tennis Center only.

20. Which buildings are LEED Certified?

**Answer:** Please refer to Exhibit E-1 – City Leeds Requirements

21. This states there are seven buildings included in the Fire Logistics Complex. However, under 18.3, eight work sites are listed. Please clarify. Also, the BVB states, "The City, at this location, maintains the parking lots, driveways and other areas designated for vehicular traffic." Does this mean the Contractor is not responsible for cleaning and maintaining the parking lots, driveways and other areas designate for vehicular traffic at the Fire Logistics Complex? Please provide clarification.

**Answer:** Please refer to the Scope of Work Section 4.12 for details.

22. Please confirm the square footage of Houston Transtar is 30,000 square feet.

**Answer:** The correct square footage is 30, 000 sq. ft. Sometime late FY '14 or in FY'15 additional space equaling 24,000 sq. ft. will need to be added.

23. Does Houston Transtar fall under the management of the General Services Department, as indicated on page 31 or does it fall under the Public Works and Engineering Department, as indicated in Exhibit B1, on the PWE tab?

**Answer:** GSD

24. How often shall spray buffing of hard surface floors be performed? Or, is this intended to be completed on an as needed basis? Also, the same question applies to the frequency at which machine scrubbing should occur.

**Answer:** Spray buffing – Monthly/ Machine Scrubbing - Quarterly

25. Please clarify the Saturday/Sunday hours at Memorial Tennis Center. The information provided is unclear.

**Answer:** The Memorial Tennis Center requires cleaning twice per day on weekends between the hours of 11:00 am to 2:00 pm and also between the hours of 6:00 pm and 8:00 pm. This is stated on the backup documentation of bid documentation.

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26. What else, aside from windows, is to be done at the Recreation Centers?

**Answer:** No other services are needed at the Recreation Centers besides window cleaning

**Please Note:**

**The "Exhibit B-1" excel spreadsheet posted to our e-bid site should be use as a tool to help assist each bidder in completing their bid pricing. Each bidder is required to "Place your Bid" electronically using the e-bid system. Your printed a hardcopy of your bid pricing must be notarized, signed and submit with your bid package to the City Secretary Office prior to the due date.**

When issued, Letter(s) of Clarification shall automatically become a part of the proposal documents and shall supersede any previous specification(s) and/or provision(s) in conflict with the Letter(s) of Clarification. All revisions, responses, and answers incorporated into the Letter(s) of Clarification are collaboratively from both the Strategic Purchasing Division and the applicable City Department(s). It is the responsibility of the proposers to ensure that it has obtained all such letter(s). By submitting a proposal on this project, proposers shall be deemed to have received all Letter(s) of Clarification and to have incorporated them into this proposal.

If you have any questions or if further clarification is needed regarding this BVB, please contact me

*Eric Alexander*

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**Council Members:** Helena Brown Jerry Davis Ellen Cohen Wanda Adams Dave Martin Al Hoang Oliver Pennington Edward Gonzalez  
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**END OF LETTER OF CLARIFICATION 2**

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